

BOARD LETTER SUMMARY SHEET FOR CSS BOARD DEPUTIES

Name of Board Letter	Acceptance of Funds from Emergency Food and Shelter Program
<u>Tentative Dates:</u> 1) Coming for clearance: 2) Intended for filing: 3) On Board Agenda:	
Branch/Author	AAA - Nneenah M. Frazier
Summary of Board Letter	1. Accept the emergency Food and Shelter Program Phase 21 of the Stewart B. McKinney Act funds in the amount of \$24,998. 2. Authorize the Director of Community and Senior Services, or his designee, to obtain food from the Los Angeles Regional Foodbank and the Food Bank of Southern California and authorize the expenditure of funds to these agencies to an amount not to exceed the grant funds.
Dollar Amount	\$ 24,998
Source of Funding	Los Angeles Emergency Food and Shelter Program Local Board
Strategic Plan Goal	Continue to obtain a wide variety of food through its share maintenance program. The food baskets will be available through the County's Community and Senior Service Centers.
Additional Issues	

IMPACT BY SUPERVISORIAL DISTRICT

Agency	Supervisorial Projected Amounts					Total Amounts
	1	2	3	4	5	
Region 1: San Fernando Valley and Antelope			\$2,390.50		\$2,390.50	\$4,781
Region 2: San Gabriel and Pomona Valley	\$2,390					\$2,390
Region 3: Harbor, Southeast	\$2,707					\$2,707
Region 5: Hollywood, East LA, Downtown, Midtown	\$4,839			\$2,390		\$7,229
Region 6: South Central and Compton		\$7,891				\$7,891
Total	\$9,936	\$7,891	\$2,390.50	\$2,390	\$2,390.50	\$24,998

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Number of Clients Served by Supervisorial District

District 1:	13,031
District 2:	2,075
District 3:	4,299
District 4:	11,121
District 5:	11,012
	41,538



ROBERT RYANS
Director

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

BOARD OF SUPERVISORS

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

DRAFT

March 4, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ACCEPTANCE OF FUNDS FROM THE EMERGENCY FOOD AND SHELTER PROGRAM (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept the Emergency Food and Shelter Program (EFSP) Phase 21 of the Stewart B. McKinney Act funds in the amount of \$24,998 (Attachment A).
2. Authorize the Director of Community and Senior Services (CSS), or his designee, to obtain food from the Los Angeles Regional Foodbank and the Food Bank of Southern California using the Phase 21 funding.

PURPOSE/JUSTIFICATION OF RECOMMEND ACTIONS:

The recommended action will allow CSS to continue the Food Distribution program, which provides food baskets to homeless and low-income individuals and families.

Implementation of Strategic Plan Goals

The recommended actions support the County's Strategic Goal of Service Excellence.

FISCAL IMPACT/FINANCING:

There is no net County cost, as funding is 100% revenue offset. Funding has been included in the Department's FY 2002-03 Final Adopt Budget and FY 2003-04 Proposed Budget.

DRAFT

The Honorable Board of Supervisors
March 4, 2003
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FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Los Angeles local Federal Emergency Management Agency (FEMA) board issued a Request for Proposal for Phase 21 of the Emergency Food and Shelter Program. The Department submitted a proposal for its Emergency Food Distribution program. CSS was awarded \$24,998 for the period from February 1, 2003 through October 30, 2003. The funds are used to purchase food from the Los Angeles Regional Foodbank and the Foodbank of Southern California. Food is obtained at 14 cents per pound but the retail value is approximately 16 times greater.

IMPACT ON CURRENT SERVICES:

The recommended actions will ensure continuation of the Department's Emergency Food Distribution program.

Respectfully submitted,

ROBERT RYANS
Director

Attachments (1)

c: David E. Janssen
Lloyd W. Pellman
Violet Varona-Lukens

Emergency Food and Shelter Program

Local Board

January 9, 2003

Sent via Fax: (818) 896-1534 and U.S. Mail

Mr. Roberts Ryans
Community & Sr. Citizens Services of Los Angeles County /Foodnet
3175 West 6th St.
Los Angeles, CA 90020

Dear Mr. Ryans,

I am writing in regards to your application for funding under the Emergency Food and Shelter Program (EFSP) Phase 21 of the Stewart B. McKinney Act. I apologize for the delay in informing you of your request for funding. The National Board received their budget late due to the delay processing at the federal level. The Local Board received over \$10 million in requests for funding, while the amount of funding available to Los Angeles County has been maintained at the current funding level as Phase 20. The Local Board continues to ensure that the scarce resources are distributed throughout the County to as many service providers as possible.

Your agency has been selected for a Phase 21 award of \$24,998.00, in the following categories:

Food ¹	\$24,998.00	Shelter ¹	\$0.00	Vouchers	\$0.00
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¹ Out of the EFSP 21 Food/Shelter award amount, you may spend up to \$2,500.00 on eligible equipment, mileage and supply expenses. All equipment purchases MUST be requested via letter for pre-approval. Please refer to the National Board Phase 21 Manual for a list of eligible program expenses in the Equipment, Mileage and Supply categories.

Your first check should be released by February, pending satisfactory clearing of your Phase 20 closeout, if your agency was funded in Phase 20. **Note the change in EFSP payment policy** -- all checks will be distributed via electronic fund transfer (EFT) ONLY. New agencies' first payment will be a mailed check. If you have not completed the EFT form, please contact our office at (213) 630-2117 to receive an EFT form.

The Emergency Food and Shelter Program is a restricted federal grant and only expenditures authorized by the Program are eligible. *For agencies that are providing Hotel/Motel and Food Vouchers you must use the attached vouchers in order to receive EFSP funds.* **NO CASH/CREDIT CARD/PROCUREMENT CARD PAYMENTS OR REIMBURSEMENTS TO STAFF ARE ALLOWABLE.** Payments cannot be made with these funds to other agencies receiving EFSP funds. If during Phase 21 you need to transfer funds from one category to another, please submit a written request to our office for pre-approval before making any adjustments. Transfers between regions are no-longer allowed. Keep in mind, the Local Board will utilize transfer histories in determining future funding cuts and allocations. A copy of the Phase 21 manual will be sent to you under separate cover by the National Board.



c/o United Way
523 W. Sixth Street, 2nd Floor • Los Angeles, California 90014 • (213) 630-2117 • FAX (213) 630-2119

All agencies **MUST** have the agency Accountant and Program Director that will be responsible for EFSP documentation/funds in attendance at one of the two **MANDATORY** orientation trainings. The mandatory orientation training will review program rules, record-keeping and closeout requirements. The orientations will be held on Wednesday, January 29, 2003 from 12 noon to 3:00 p.m. or Thursday, January 30, 2003 from 9:30 am to 12:30pm at 523 West 6th Street, 2nd floor Pacific Ballroom (no validated parking will be provided). Please RSVP to Susana Mikhail at (213) 630-2117.

Appeals are **only** permitted for agencies that were not recommended for funding. However, you are welcome to provide written comments. Request for appeals are due to the EFSP Local Board by January 17, 2003 at 4:00pm. Appeal letters can be faxed to (213) 630-2119.

The Local Board is grateful for your work on behalf of the homeless and low-income people.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth Charlton".

Elizabeth Charlton, EFSP Director

Enclosures

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Board Letter Summary Sheet for CSS Board Deputies

Name of Board Letter	Ordinance Regarding Appointment of Members to Workforce Investment Board
<u>Tentative Dates:</u> 1) Coming for clearance: 2) Intended for filing: 3) On Board Agenda:	1) February 13, 2003 2) February 20, 2003 3) March 4, 2003
Branch/ Author	Employment and Training Branch
Summary of Board Letter	According to WIA requirements, a majority of WIB members shall represent businesses within the relevant workforce investment area. The attached ordinance sets forth terms of appointment of WIB members and provides a procedure for the Board of Supervisor's filling vacancies on the WIB. The ordinance also directs CSS, with the approval of the WIB, to present for the Board's consideration a list of nominees who, individually and collectively, fulfill the requirements of WIA and applicable federal and state regulations.
Dollar Amount	The cost of the ordinance is minimal and will be financed within the current CSS budget.
Source of Funding	CSS Budget.
Strategic Plan Goal	Goal 3: Organizational Effectiveness
Additional Issues	N/A

An ordinance amending Title 3 - Advisory Commissions and Committees - of the Los Angeles County Code by addition of Chapter 3.76 Workforce Investment Board.

The Board of Supervisors of the County of Los Angeles ordains as follows:

There shall be added to Title 3 of the Los Angeles County Code a new Chapter 3.76, to read

3.76.010 Continued

There is hereby continued the Workforce Investment Board, hereinafter referred to in this chapter as the "WIB." The WIB was established by the Board of Supervisors pursuant to the Workforce Investment Act for all the purposes authorized therein.

3.76.020 Composition and Terms of Service

A. The WIB shall have at least 39, and no more than 51 members, all of whom shall be appointed by the Board of Supervisors.

B. Three members shall be directly nominated by each supervisor and appointed by the Board of Supervisors, and these 15 directly nominated members shall serve terms of three years from date of appointment by the Board of Supervisors.

C. The remaining members shall be appointed in accordance with the requirements of the Workforce Investment Act, and shall be nominated by various entities as specified therein. At or before the conclusion of the terms of any incumbent WIB directors, the Department of Community and Senior Services, of Los Angeles County shall present a list of nominees who

have been nominated in accordance with the provisions of the Workforce Investment Act, and approved by the WIB for consideration by the Board of Supervisors. Representatives of businesses may be nominated by any local business organization or business trade association and may be included on the list presented by the Department of Community and Senior Services.

D. The remaining members not directly nominated by the Board of Supervisors shall serve terms of one or two years, as set by the Board of Supervisors at the time of appointment.

3.76.030 Vacancies

A. A member's position on the WIB shall become vacant upon his or her death, resignation, or upon removal by the Board of Supervisors by operation of law, which removal may occur either upon the Board of Supervisors' own motion or in the event a member's employment or status no longer meets the membership criteria set forth in the Workforce Investment Act. In the case of such a vacancy, the Board of Supervisors shall appoint a successor who may serve a term as set forth by the Board of Supervisors in accordance with the provisions of Section 3.76.020.

B. In the event of a vacancy occurring for a member directly nominated by a Supervisor, a replacement nominee shall be nominated by that Supervisor and be appointed by the Board of Supervisors.

C. In the event of a vacancy occurring for a member not directly nominated by the Board of Supervisors, the Department of Community and Senior Services shall present a list of nominees who have been nominated in accordance with the Workforce Investment Act and approved by the WIB for consideration by the Board of Supervisors. Representatives of businesses may be nominated by any local business organization or business trade association and may be included on the list presented by the Department of Community and Senior Services.

Board Letter Summary Sheet for CSS Board Deputies

Name of Board Letter	Acceptance and Allocation of 2002 Augmentation Funds from the California State Department of Community Services and Development for Naturalization Services
Tentative Dates:	1) 2) 3)
Branch/ Author	AAA-Nneenah Frazier/ Program Manager, Liza Villaseñor/Project Supervisor
Summary of Board Letter	<p>1. Authorize the Director of Community and Senior Services (CSS), or his designee, to accept augmentation funds from the State Department of Community Services and Development (DCSD) in the amount of \$172,880 for the provision of naturalization services.</p> <p>2. Authorize the Director of CSS, or his designee, to amend the 2002 Naturalization Services contracts with DCSD (Attachment A) for the administration and operation of naturalization services, after approval as to form by County Counsel.</p> <p>3. Approve the allocation of \$155,592 to the nine citizenship service providers in Attachment B, \$8,644 for CSS Naturalization program services, and \$8,644 for CSS administrative costs. The program costs are fully financed using Naturalization Services Provider (NSP) funds.</p> <p>4. Authorize the Director of CSS, or his designee, to execute amended service provider contract agreements, effective upon Board approval through June 30, 2002, after County Counsel's approval as to form, consistent with the requirements of DCSD 2002 Naturalization Services Contract and County mandates.</p> <p>5. Authorize the Director of CSS, or his designee to accept additional funds from DCSD and amend contract agreements to increase or decrease contract amounts based on contractor performance and availability of funding provided that: (a) the amount of change does not exceed 25% of the contract amount (b) approval of County Counsel and the Chief Administrative Office (CAO) is obtained prior to any such amendment; and (c) the Director of CSS confirms in writing to the Board of Supervisors and the CAO within 30 days after execution, that such amendments have been executed. This action assures full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.</p> <p>6. Approve the Budget Adjustment for Fiscal year 2002-2003 (Attachment C).</p>
Dollar Amount	\$ 172,880
Source of Funding	The California State Department of Community Services and Development for Naturalization Services
Strategic Plan Goal	Manage effectively the resources we have. The recommended actions will enhance fiscal responsibility by ensuring that available DCSD funds are utilized to increase access to naturalization services for County residents whom are eligible to become citizens.
Additional Issues	N/A

FACT SHEET

The Consortium is made up of the L.A. County Department of Community and Senior Services and nine naturalization service providers:

- Catholic Charities (offices in 1st – 5th districts)
- Jewish Family Services (office in 2nd)
- International Institute (offices in 1st and 3rd)
- Cal State Long Beach-605 Citizenship Project (office in 1st)
- Asian Pacific American Legal Center (office in 1st)
- San Fernando Valley Interfaith Council (office in 3rd)
- Korean American Coalition (office in 2nd)
- Santa Clarita Valley Committee on Aging (office in 5th)
- Russian Jewish Community Cultural Center. (office in 3rd)

The Consortium assists with the naturalization process by providing the following services free of charge:

- Intake and assessment to determine eligibility for citizenship
- Assistance in form preparation and completion
- Advocacy with the Department of Immigration and Naturalization Services (INS)
- Translation services
- Citizenship/ESL education classes leading to successful outcomes on the citizenship interview
- Photos for submission to INS
- Transportation to interview (in some instances)
- Assistance in securing medical exemptions (especially when dealing with the elderly and disabled).

The Department of Community and Senior Services receives 5% of total allocation for administrative services that includes consolidated billing and record keeping for all nine agencies. CSS is responsible for creating and maintaining database of all clients serviced through the State Naturalization Services Program Contract. In addition, CSS receives an additional 5% of allocation for outreach services, which includes planning and organizing workshops, development, and mass distribution of flyers, and media outreach.

IMPACT BY SUPERVISORIAL DISTRICT

Funding is broken down by four service areas and covers all of Los Angeles County. "X" indicates that the service coverage area falls within Supervisorial District.

Agency	Supervisorial/Service Area Coverage					Total Contract Amounts
	1	2	3	4	5	
Service Area 14	X	X	X	X	X	\$ 154,312
Service Area 15	X		X	X	X	\$ 122,503
Service Area 16	X	X		X		\$ 179,292
Service Area 17	X	X		X	X	\$ 83,154
Total						\$ 539,261

Service Providers
Asian Pacific American Legal Center
Cal State Univ. Long Beach Foundation-605 Citizenship
Catholic Charities of Los Angeles
International Institute of Los Angeles
Jewish Family Service of Los Angeles
Korean American Coalition
Russian Jewish Community Cultural Center
San Fernando Valley Interfaith Council
Santa Clarita Valley Committee on Aging

Board Letter Summary Sheet for CSS Board Deputies

Name of Board Letter	Acceptance of Governor's 15% Discretionary Funds to Expand Universal Access And Services to Persons with Disabilities.
Tentative Dates:	1) February 19, 2003 2) February 20, 2003 3) March 4, 2003
Branch/ Author	Employment and Training Branch/ Bertha Urrutia & Vicki Doolittle
Summary of Board Letter	This letter requests Board approval to accept \$49,640 from the State EDD to expand universal access at WorkSource Centers for persons with disabilities. CSS was awarded State WIA funds to expand universal access of their WorkSource Centers to persons with disabilities. The input of Los Angeles County Workforce Investment Board (WIB) and collaborating partners, with a specialty in American Disability Act (ADA) policy and issues, will be applied to ensure universal access to persons with disabilities is addressed in this expansion of services.
Dollar Amount	\$ 49,640
Source of Funding	State Employment Development Department: Governor's 15% Discretionary Funds.
Strategic Plan Goal	Goal 1- Provide the public with easy access to quality information and services that are beneficial and responsive.
Additional Issues	